

Our Ref: PPDA/UCC/25

26th September 2025

The Accounting Officer
Uganda Communications Commission
P.O Box 23096
KAMPALA

**BID PREPARATORY AUDIT FOR PROVISION OF EVENTS MANAGEMENT FOR
END OF YEAR STAFF EVENT 2025**

Reference is made to the above subject.

On 26th September 2025, the Public Procurement and Disposal of Public Assets Authority (PPDA) in accordance with Section 8 (1) (j) (i) of the PPDA Act Cap 205 conducted a bid preparatory audit for the provision of events management for end of year staff event 2025 Ref: UCC/NCONS/25-26/00031.

The objective of the audit was to establish whether the Procuring and Disposing Entity satisfied the principles of transparency, accountability and fairness in accordance with the PPDA Act, Cap 205 and PPDA Regulations, 2023 in preparation of the solicitation document.

The Authority noted that the Entity issued an addendum on 24th September 2025 in which the bid submission date was extended to Wednesday 1st October, 2025, at 10:00 am. Additionally, a pre-meeting was scheduled and held on 26th September 2025.

However, the Authority has noted that the following issues remain outstanding with regard to the solicitation document for the attention and implementation of management before bid closure, as detailed below:

1.1 Use of brand name

A brand name was used in Part 2: Statement of Requirements 3.2: Venue set up "*Provide seating Chiavari chairs*" contrary to Regulation 38 (1) of the PPDA (Rules and Methods for Procurement of Supplies, works and Non-consultancy) Regulations, 2023 as detailed below:

Implications

- This inhibits competition, creates a subjective procurement procedure and may deny the Entity an opportunity of attaining value for money.
- The Entity is unable to benefit from new technologies and innovations by clinging on a specific brand.

Recommendation

The User Department should revise the above requirement and avoid making reference to a particular trademark or brand name and where there is no other way to describe the item the description should be followed by the words “equivalent” as enshrined in Regulations 38 (2) of the PPDA (Rules and Methods for Procurement of Supplies, works and Non-consultancy) Regulations, 2023.

1.2 Restrictions in Terms of Reference and Compliance requirements

In Part 2: Statement of Requirements, the scope of services, are that the selected provider will be responsible for end to end event management, including but not limited to the following areas as shown in Table 1 below:

Table 1: Showing sections of the Terms of Reference with restrictions

S/n	Section of TORs	Details of Compliance requirements
1.	3.5	Entertainment and Sound System Secure a guest artist (Winnie Nwagi/Elijah Kitaaka /Irene Namubiru) for a special performance
2.	3.6	Master of Ceremony (MC) Provide a professional MC with experience in hosting corporate end of year parties (Dedan or Uncle Mark)

Implication

Restrictive compliance criteria may inhibit competition and innovation thus potential bidders may be unfairly eliminated for failure to comply with the

Recommendation

The User Department should revise the above requirement for Entertainment /Sound System and Master of Ceremony (MC) in Terms of Reference 3.5 and 3.6 and avoid making reference to a particular brand name of Artist and MC and where there is no other way to describe the item; the description should be followed by the words “equivalent” as enshrined in Regulations 38 (2) of the PPDA (Rules and Methods for Procurement of Supplies, works and Non-consultancy) Regulations, 2023.

1.3 Unclear provisions for liquidated damages

GCC 18.1 of the Special Conditions of Contract state that “Liquidated Damages shall apply, the liquidated damages to the Entity shall be: 0.5% per week”. However, the Entity further made a provision for the total amount of liquidated damages as 20% of the contract price which is not clear.

Implications

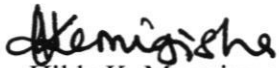
Unclear requirements may lead to:

- Submission of non-compliant bids.
- Unnecessary complaints from bidders.

Recommendation

The Head Procurement and Disposal Unit should clarify this requirement to the bidders.

The Authority recommends that the above findings are immediately rectified, necessary approvals obtained where applicable and bidders notified of the changes before bid closure.



Hilda K. Mwesigwa

FOR: EXECUTIVE DIRECTOR

cc: Chairperson Contracts Committee

cc: Head, Procurement and Disposal Unit